

MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 27 JUNE 1955

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PRESENT:

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1. [REDACTED] commented that the OSI Research Program for FY 1956 has been prepared and that he will get a copy of it today for review of projects that might effect the Geographic Area.

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2. [REDACTED] emphasized again the importance of prompt personnel actions to fill vacancies. The only unencumbered vacancies now are in the Cartography Division and [REDACTED] is trying to get these filled as soon as possible.

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3. [REDACTED] reported that the Geographic Area has come out very well in the budget review to date. Further information is needed concerning management accomplishments for FY 1955 and management objectives for FY 1956. In the past these statements have been separate from the budget preparation but this year they are to be a part of the budget preparation. The statements from the Divisions are to be in by 11:00 O'Clock Tuesday morning.

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4. Last Wednesday, [REDACTED] met with [REDACTED] of OTR to discuss possible Geographic Area contributions to the publication on "Intelligence Literature" to be published by OTR. The articles on this subject by Sherman Kent and OTR were given to [REDACTED], who will read them and forward them to [REDACTED]. Possible contributions to this publication will be discussed within the Divisions during the next week and the Division Chiefs will report back at a future staff meeting.

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5. [REDACTED] mentioned that he has forwarded the comments on the draft notice concerning the ORR Diary.

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6. [REDACTED] requested clarification of overtime policy concerning payment of overtime to personnel above GS-10. [REDACTED] stated that there is no policy forbidding the payment for overtime to personnel above GS-10, however, it must be justified and absolutely essential.

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7. [REDACTED] commented that last Friday he reviewed with Commander James of ONI the discrepancies found in ONI reporting on the Far Eastern situation, and also discussed with him the D/GP type of coverage on the Far East. Commander James was much interested in the types of reporting that D/GP has been able to accomplish.

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8. [REDACTED] reported that as an aftermath of Operation Alert, a meeting was held last Thursday with [REDACTED] to discuss basic criteria for selection of materials to be included in the basic map library for emergency use. Copies of a summary of ideas discussed in the meeting were given to each Division Chief to be discussed within the Divisions, so that suggestions for improvement can be discussed at the next staff meeting. It was emphasized that discussions to date have been quite tentative. Nothing has been done as yet with the problems of establishing adequate reference facilities for materials other than maps.

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25X1A9a 9. [REDACTED] reported that OTR plans to initiate this September a basic course in Administrative Procedures for headquarters personnel. This course will be aimed at administrative assistants and divisional secretaries.

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*10. [REDACTED] reported that he has been told about a series of urban studies that we have not known about. They were done by an Air Force unit at Arlington Hall. [REDACTED] will get hold of copies and will contact [REDACTED].

25X1A9a *11. [REDACTED] has received a tentative schedule for two courses being established by [REDACTED]. One course, which lasts eight weeks, consists of Phase I of two weeks duration and Phase II of six weeks. A condensed course of two weeks is also available. [REDACTED] has tentatively reserved two seats in each of the scheduled two week sessions, a total of 18 people from the Geographic Area. No names have been submitted as yet, and [REDACTED] will coordinate the final scheduling for the courses.

25X1A9a [REDACTED] added that we should become more familiar with this type of material and eventually establish liaison with key units that we determine to be useful. [REDACTED] Office is now being used by D/GP as a hold point for materials of interest to D/GP, and might also be used by the Geography Division for the same purpose, at least until the need for a separate room for the Geographic Area becomes evident.

25X1A9a *12. [REDACTED] described the objections of the AD/RR and the Chief of St/A to the proposed announcement of vacancies within the Geographic Area. The administrative problems they feared were discussed by the staff meeting group, and it was agreed that the Geographic Area should go ahead with the plan and try to convince the AD of its value. [REDACTED] presented copies of the Library of Congress policies and procedures for posting announcements of vacancies. The Library of Congress administrators apparently feel that their system of open posting of vacancies has been effective in contributing to good morale. Anyone in the Library of Congress who considers himself qualified for one of the vacant positions is free to submit an application, which assures consideration by the Personnel Division as well as a personal interview with the Division that has the vacancy.

25X1A9a [REDACTED] said that he would like a statement of philosophy circulated along with the first announcement of vacancies in the Geographic Area. This statement of philosophy would present such points as the necessity for good faith by all concerned and rules such as that an individual could not be transferred until a replacement for him was available. [REDACTED] added that possibly some exceptions to the general rule of announcement of vacancies should be established comparable to the exceptions established by the Library of Congress. [REDACTED] suggested that promotion policies within each Division could have precedence over posting of vacancies, so that personnel in the Division concerned would have the first opportunity to fill a vacancy. It was agreed that transfer possibilities would be most likely for jobs GS-9 and below. It was decided that [REDACTED] would prepare a draft statement for discussion at the next staff meeting, and that if general agreement can be reached at that time it would be desirable to have the AD/RR participate in the next discussion.

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